

# Montgomery County Division of Solid Waste Services

Recycling and Waste Reduction Seminar for  
Businesses:

*“Recycling Regulations: It’s the LAW”*



June 2006



# Presentation Overview

- General Facts
  - Recycling
    - Why should my business/property recycle?
      - Executive Regulation 15-04AM
      - Executive Regulation 18-04
      - Complying with revised regulations
    - Waste Reduction
  - Enforcement
- Workshops:
    - Filing an Annual Recycling and Waste Reduction Report
    - Conducting a Waste Assessment
    - Buying Recycled Products
  - SORRT Materials and Services Available
  - Resources for Businesses

# Montgomery County

## Non-Residential Stats

- What is a Business?
  - *Any enterprise, individual, corporation, partnership (limited or general), sole proprietorship or other entity or person, including institutions, health care facilities, construction sites, the Federal Government and other government agencies*
- Approximately 35,000 businesses with 520,000 at work employment
- Generates almost half of the total solid waste generated in the County (~49.1% in FY05)
- FY05 Non-Residential recycling rate is approximately 34.0%

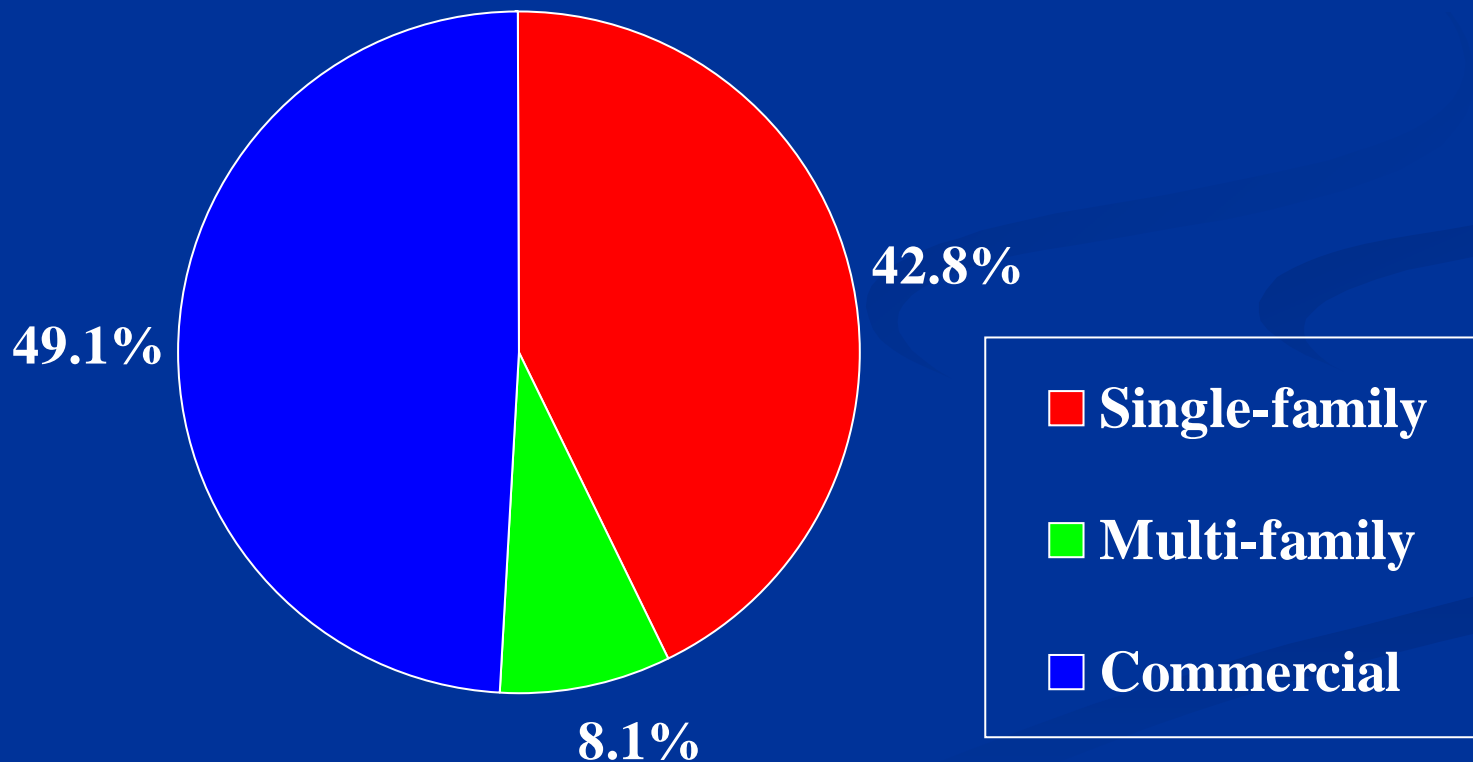
# Recycling in Businesses, Organizations and Government Agencies

- The County does not provide contracted collection services to businesses
- Businesses must contract for collection service, self-haul or back-haul recyclable materials
- Technical assistance, outreach, education and training through SORRT Program

# Waste Generation by Sector

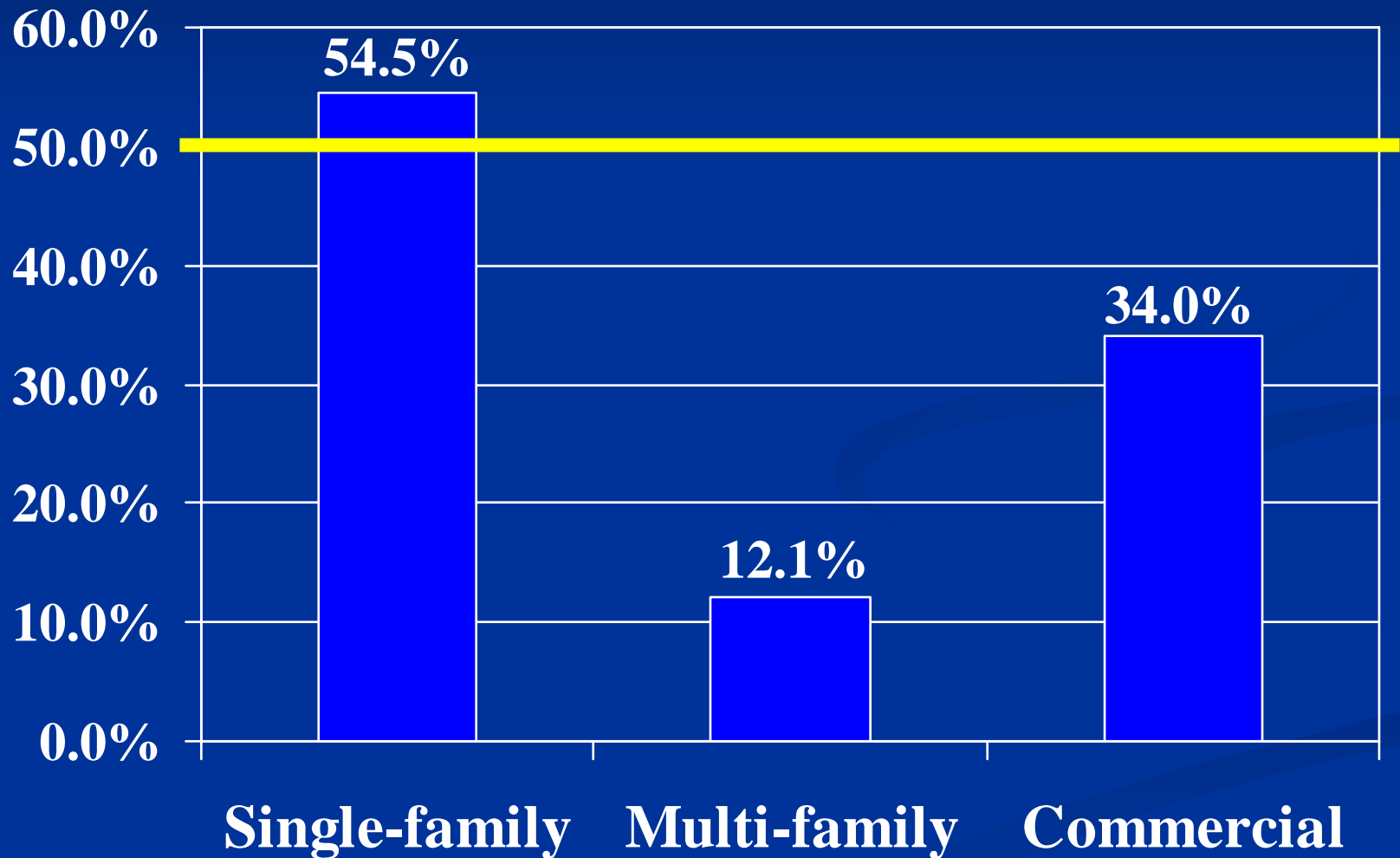
## FY05

1,261,135 tons of waste generated during Fiscal Year 2005



# FY05 Recycling Rate by Sector

FY05 Recycling Rate\*: 41.03%



\* All Sectors Combined

# Categories of Businesses by Size



- Large business: 250 or more on-site employees
- Medium business: 100-249 on-site employees
- Small business: fewer than 100 on-site employees

# Commercial Waste Stream Analysis

<b>NUMBER OF EMPLOYEES/ (AVG # of EMP)</b>	<b>NUMBER OF BUSINESSES (approximate)</b>	<b>ESTIMATED WASTE GENERATED (tons per year)</b>	<b>PERCENTAGE OF TOTAL COMMERCIAL WASTE STREAM</b>
<b>250+ (957)</b>	<b>186</b>	<b>177,045</b>	<b>36%</b>
<b>100-249 (139)</b>	<b>515</b>	<b>71,200</b>	<b>14%</b>
<b>50-99 (64)</b>	<b>835</b>	<b>53,153</b>	<b>11%</b>
<b>25-49 (33)</b>	<b>1,557</b>	<b>51,105</b>	<b>10%</b>
<b>11-24 (16)</b>	<b>3,077</b>	<b>48,967</b>	<b>10%</b>
<b>&lt; 10 (3)</b>	<b>32,193</b>	<b>96,060</b>	<b>19%</b>
<b>TOTAL</b>	<b>38,363</b>	<b>497,530</b>	<b>100%</b>

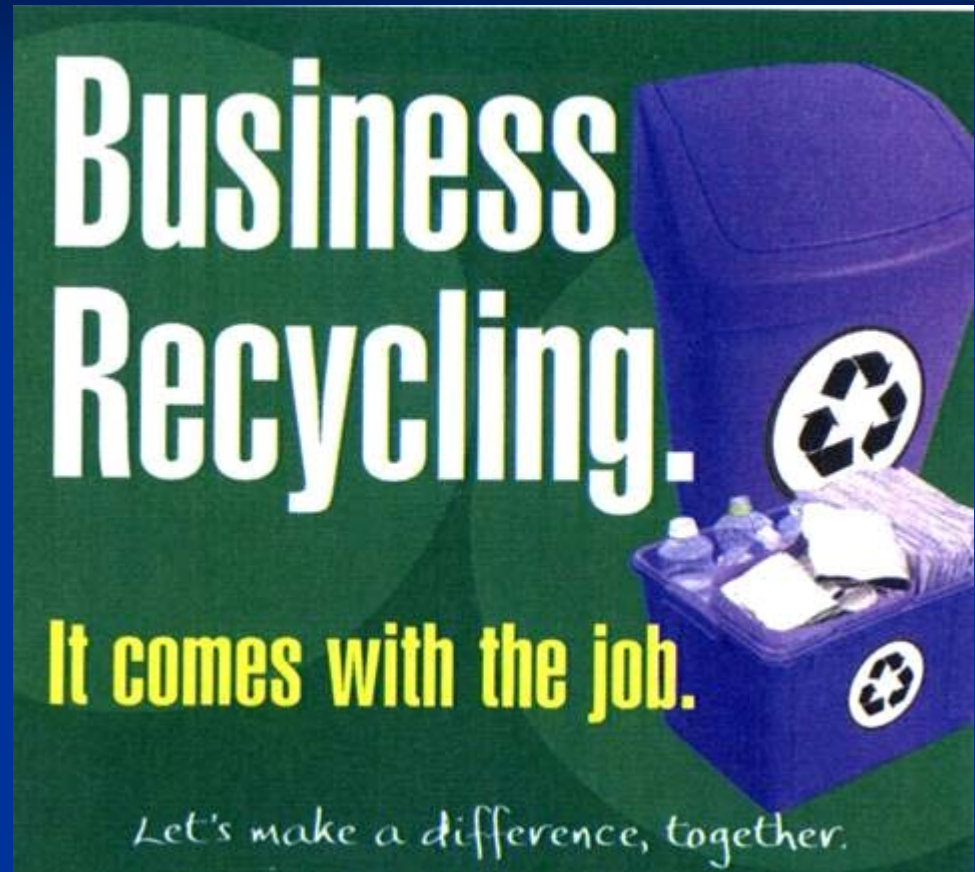
**Based on D&B Business Database – January 2005**



# Why Should my Business Recycle?

## ■ Executive Regulation 15-04AM

- Enacted on February 8, 2005
- Supersedes ER 109-92AM passed in 1993
- Mandates recycling and reporting for businesses



# It's the LAW!!



## MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

<b>Subject</b> Residential and Commercial Recycling	<b>Number</b> 15-04AM
<b>Originating Department</b> DEPARTMENT OF PUBLIC WORKS AND TRANSPORTATION	<b>Effective Date</b> February 8, 2005

Montgomery County regulation on:

### SOLID WASTE AND RECYCLING

DEPARTMENT OF PUBLIC WORKS AND TRANSPORTATION

### REGULATION

Issued by: County Executive

Regulation No. 15-04AM

COMCOR 48.00.03, Solid Waste and Recycling, Chapter 48

Authority: Montgomery County Code, 1994, Sections: 48-6, 48-24 and 48-51

Supersedes: Regulation 109-92AM

Council Review: Method (1) under Code Section 2A-15

Register Vol. 21 No. 9

Effective Date: February 8, 2005

Sunset Date: None

**Summary:** The proposed regulation describes the residential recycling requirements for single-family and multi-family dwellings (including reporting requirements for multi-family property owners), nonresidential recycling and reporting requirements, and recycling requirements for collectors of solid waste and recyclable materials.

Comment deadline: September 30, 2004

Effective date:

**Address for comments:** Director, Department of Public Works and Transportation  
Executive Office Building  
Tenth Floor  
101 Monroe Street  
Rockville, Maryland 20850

**Staff contact:** Eileen Kao, Recycling Coordinator  
240-777-6400

# Executive Regulation 15-04AM

Specifies requirements for:

- Single-family residential recycling program, including dwellings having 6 or fewer dwelling units
- Multi-family residential recycling program – Buildings with 7 or more units
- Commercial recycling and waste reduction program – Generators/Businesses
  - Large
  - Medium
  - Small
  - Property Owners
  - Collectors

# Executive Regulation 15-04AM

## ■ Materials That Must Be Recycled:

### ■ Mixed Paper

- Acceptable paper items not separated by type, but are mixed together. Businesses may sort paper by type or grade.
  - White paper (include shredded paper)
  - Colored paper
  - Corrugated cardboard
  - Boxboard (cereal, snack food boxes)
  - Newspapers and inserts
  - Magazines/Catalogs
  - Telephone directories
  - Paperback books
  - Unwanted mail
  - Other clean, dry paper

# Executive Regulation 15-04AM

## ■ Materials That Must Be Recycled:

### ■ Commingled Materials

- Acceptable items not separated by type, but are mixed together. Businesses may sort containers by type.

- Aluminum cans
- Aluminum foil products
- Bi-metal (steel/tin) cans
- Glass bottles and jars
  - Green
  - Brown
  - Clear
- Plastic narrow neck bottles

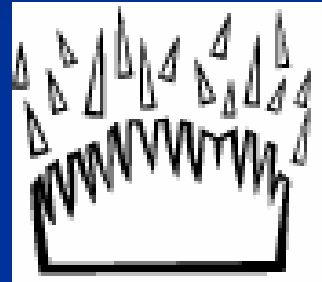
# Executive Regulation 15-04AM

## ■ Materials That Must Be Recycled:

### ■ Yard Trim

- Leaves
- Grass
- Garden trimmings
- Brush

### ■ Christmas Trees



# Executive Regulation 15-04AM

## ■ Materials That Must Be Recycled:

### ■ Scrap Metal Items

- Acceptable items consisting of metal and/or predominantly metal materials.
  - Washers/dryers
  - Refrigerators/Freezers/Air conditioners/Dishwashers
  - Sinks/Trash compactors/Stoves
  - Furnaces/Hot water heaters
  - Iron furniture/Doors/Cabinets
  - Humidifiers/Dehumidifiers
  - Bikes/Swing sets/Aluminum lawn chairs
  - Shower stalls/Disassembled metals sheds
  - Rebar
  - Chain link fencing
  - Piping

# Executive Regulation 15-04AM

## ■ Program Verification

- Contracts and Invoices for collection and disposition of materials to be recycled
  - Maintain for a period covering the most recent five (5) years
  - Make available for inspection and copying upon DSWS request
  - Contract prices and financial information may be deleted



# Executive Regulation 15-04AM

## ■ Recycling Containers

### ■ Location and Capacity

- In each location where trash containers are located
- Within reasonable and convenient proximity to all buildings and other uses on-site
- Businesses that sell or provide food or beverages in recyclable containers for on-site consumption must provide for use by consumers
- Near vending machines dispensing products in recyclable packaging

### ■ Labeling

- Be clearly labeled to indicate appropriate material to be placed inside for recycling

# Executive Regulation 15-04AM

## Businesses self-hauling recyclable materials to a recycling facility

- Data
  - Obtain scale house tickets
  - Provide as documentation of quantity recycled for annual reporting requirements
  - If scale house tickets are not obtainable, receipts or other proof of quantity recycled may be substituted
- FY06 Transfer Station/Recycling Center Fees (effective 7/1/05)
  - Refuse (more than 500 lbs.): \$52.00/ton
  - Materials delivered in open-top roll-offs: \$60.00/ton
  - Yard trim: \$36.00/ton
  - Commingled materials: No charge

# Executive Regulation 15-04AM

## Businesses contracting for recycling collection services with private collectors

- Use a collection company that has a license to collect and transport recyclable solid waste in the County
- Maintain copy of the collector's License
- Upon DSWS request, property managers or responsible agent must provide copy of the license within 3 business days

# Executive Regulation 15-04AM

## Collectors servicing commercial properties

- Must collect and deliver to a recycling facility materials that have been source separated from the solid waste stream, unless recyclables are not acceptable
- Notification to businesses
  - If a collector determines that recyclable materials are not acceptable for collection, the collector will notify their customer in writing using a County provided form
  - Notification will include:
    - Name of business, name of responsible agent notified, date, time, address, nature of the problem and a suggested remedy
    - Collectors are prohibited from collecting without providing such notification
- Provide copy of current license to each customer at least once annually

# Executive Regulation 18-04

## Licensed Collectors, Haulers and all other persons using County acceptance facilities for the disposal of solid waste

- Must separately collect waste set out for disposal from materials set out in separate containers for recycling
- Any collector who observes, or reasonably should have observed, recyclables in solid waste that have been set out for disposal, must notify the customer responsible and the County
  - Notification will include:
    - Name of business, name of responsible agent notified, date, time, address, nature of the problem and a suggested remedy
    - Collectors are prohibited from collecting recyclables observed, or which should reasonably have been observed, to be mixed in with trash set out for disposal without providing such notification

# Executive Regulation 18-04

## Disposal of Recyclables

Haulers, Collectors and other persons must.....

- Deliver solid waste acceptable for disposal only to disposal facilities
- Must not deliver solid waste acceptable for disposal to any recycling facility
- Deliver recyclables acceptable for recycling only to recycling facilities
- May not deliver for disposal to any solid waste acceptance facility any solid waste that is acceptable for recycling

# Business Recycling Plan

- ALL businesses must comply with regulations within 30 days of operating in the County.
- The “Plan” tells the County how the business/property will recycle or reduce waste with the goal of reducing solid waste for disposal by 50% annually.
- Requirements
  - Large/Medium businesses – Within 30 days of operation
  - Small businesses – Due within 60 days of DSWS request
  - Property owners of multi-tenant facilities – Within 30 days of operation



# Business Recycling Annual Report

- The “Report” tells the County how much material a business recycles and how much solid waste is generated
- The County is able to estimate a recycling rate based upon the data provided
- REQUIREMENTS:
  - Property owners of multi-tenant facilities are required to file an annual report for their facilities in their entirety
  - Provide description of the progress of waste reduction/reuse efforts
  - Provide description of efforts to educate tenants and/or employees
- Report Due Dates
  - Large businesses – Annually on February 1<sup>st</sup>
  - Medium businesses – Annually on March 1<sup>st</sup>
  - Small businesses – Due within 60 days of initial DSWS request; every year thereafter reports are due by March 1<sup>st</sup>
  - Property owners of multi-tenant facilities – March 1<sup>st</sup>



# Annual Reports

## ANNUAL BUSINESS RECYCLING AND WASTE REDUCTION REPORT

Refer to the Montgomery County Business Recycling Regulation Handbook for guidance on completing this Report.

Send completed Report to: Division of Solid Waste Services, Attn: SORRT, 101 Monroe Street, 6th Floor, Rockville, Maryland 20850

Business filing this Annual Report, provide:

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Contact Person Name and Title: \_\_\_\_\_

What is your relationship to the business(es) for whom this Annual Report is being filed?  
(Check the box that corresponds to appropriate description.)

☐ I'm filing for my business at the above address only.

☐ **Property Manager** filing for one or more tenant(s) leasing property at a single site.

If address of the building occupied by your tenant(s) is different from the address provided above, provide address of building occupied by your tenant(s) covered by this Report.

☐ **Business Headquarters** filing for multiple business locations in the County.

☐ I'm a **Hauler** filing for my customer. (NOTE: One Annual Report per customer)

☐ Other. Explain relationship: \_\_\_\_\_

LIST BUSINESS(ES) COVERED BY THIS ANNUAL REPORT, IF APPLICABLE.

BUSINESS NAME & ON-SITE CONTACT PERSON	PHONE NUMBER and ADDRESS	EMPLOYEE NUMBER	SQUARE FEET
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(Attach a separate page for additional business(es).)

If Government Agency, check applicable: County ☐ State ☐ Federal ☐ Other \_\_\_\_\_

Total number of employees covered by this Report: \_\_\_\_\_ (Employee means person working 20 or more hours per week for more than 6 months in a calendar year.)

Total square feet of building space covered by this Report: \_\_\_\_\_ Square Feet

Total acreage of green area (landscaped and grassy area) covered by this Report, if applicable: \_\_\_\_\_ Acres

FOR DSWS USE ONLY - DO NOT WRITE BELOW THIS LINE

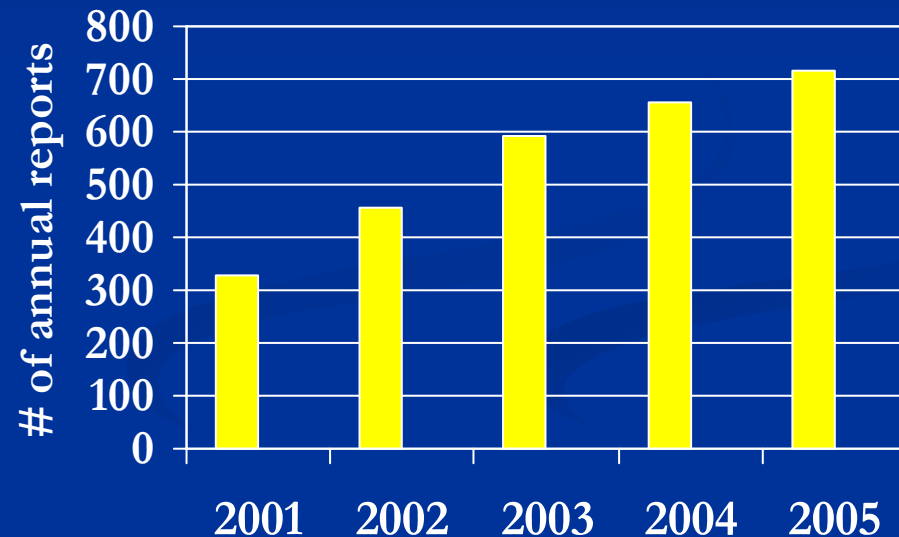
DIVISION OF SOLID WASTE SERVICES APPROVAL BY: \_\_\_\_\_ Date: \_\_\_\_\_

EXEMPTION STATUS: \_\_\_\_\_

Montgomery County SORRT Program

101 Monroe Street ■ 6th floor ■ Rockville, MD ■ 20850 ■ (240)777-6400 ■ www.MCRecycles.org

## Annual Reports Filed



Calendar Year

# On-Line Reporting

[Home](#) | [Collection Services](#) | [DSWS News](#) | [Facilities](#) | [DSWS Online Services](#) | [Recycling](#) | [Reference](#) | [Store](#)  
» [Department home](#)  
» [SORRT Home](#) · [Get forms](#) · [Contact us](#)

## Annual Recycling and Waste Reduction Report

We revised our online Report filing for this filing season!

If you have filed online in previous years, you will need to login as you have before. Then, we ask you to create a Username for your account.

**If any of the account creation and Report filing steps are unclear, [please let us know](#)** -- we are happy to help you. And, your feedback -- both positive and negative -- helps us to improve the filing process.

### If you have filed an online Report before, but do not have a Username yet

- Use your Filer Business Name and Password to log in this time.
- You will then be asked to create a Username (new this year), which you will use for future logins.

**Filer's Business Name:**

**Password:**

[Forgotten Business Name or Password?](#)

Log on

# What if my business does not recycle?

The SORRT Program can provide site-specific recommendations for your business to implement a recycling program or comply with the revised regulations.

Failure to comply with Montgomery County recycling and solid waste regulations may result in a written warning and/or citation.....

# Recycling Investigations Unit Presentation

- Recycling Investigations and Compliance in Montgomery County
  - Christopher Jones
  - Kevin Reynolds

# Ensure Your Business is in Compliance



- Obtain management support
- Identify recycling needs for your business/property
- Identify and select recycling collector (hauler) and contract for service or self-haul to private recycling company
- Notify employees of recycling program and educate about program “Do’s and Don’ts”
- Monitor trash and recycling containers for participation and contamination levels
- Call SORRT for assistance

# What to Look for in a Successful Recycling Program

- Educated and informed employees
- Recycling bins in appropriate locations
- Properly labeled containers
- No trash in recycling containers
- Containers that are not overflowing
- Closed lids on containers



# How to Recycle?

(Inside Office)

By each desk



Shredded paper can be recycled too.



For commingled materials in employee lounge or other common areas



# How to Recycle?

## (Outside Building)

Put in paper, cardboard, etc. Break down (flatten) cardboard boxes. Make sure all container lids and side doors are closed.





# Labeled Recycling Containers



# What You Should Not See...

- Contamination of Recyclables
- Recyclables in trash
- Unlabeled containers
- Overflowing containers
- Trash/litter on ground

# Contamination





# Unlabeled Containers



# Overflowing Containers No Recycling



# Comprehensive Recycling Programs (Voluntary)

## ■ Computer Equipment

- Drop-off at the Montgomery County Solid Waste Transfer Station, 16101 Frederick Road, Derwood
- 301-840-2370

## ■ Other Materials

- Wood pallets, toner cartridges, textiles, plastic shrink wrap
- Resource Listing available in SORRT Handbook

## ■ Hazardous Waste (Eco-Wise) for Small Quantity Generators

- For Eco-Wise Information, call Rick Dimont at (301) 840-2370



# Benefits of Recycling

## ■ Economic

- Potential to lower systems benefit charge
- Creates jobs
- Encourages new technologies
- Adds value to natural resources
- Increases availability of new products

## ■ Environmental

- Reduces air and water pollution
- Saves energy and water
- Reduces use of natural resources and need for other disposal means

- **Improved public image**
- **Makes you feel good**

# Waste Reduction

Reducing waste generation may result in lower costs for your business.

- Reduces the amount of waste generated to begin with, resulting in lower amounts of materials that must be disposed.
- New or additional waste disposal facilities would not be necessary to site, build and operate.





# What can my business do to reduce our waste generation?

- Involve management
- Emphasize the importance of waste reduction
- Use a “Just in Time” ordering system
- Initiate a “First-in First-out” policy
- Establish inventory control
- Date-stamp incoming materials
- Use electronic mail instead of printed memos
- Employ dual-sided copying
- Institute mixed paper recycling at your properties

# Case Studies

## Cooperative Collection Projects



# Mid Pike Shopping Center, Rockville

**BEFORE**



**AFTER**

# Direct On-Site Assistance

## My Organic Market, Rockville



Convenient and easy access for staff and customers



# Silver Spring Cooperative Recycling and Refuse Collection Program



# Financial Savings Resulted



- Original costs (with no recycling services)
  - **\$62.75 to \$240.00 per month per business**
- New costs (with recycling services and shared containers)
  - **\$16.22 to \$125.85 per month per business**

The participating businesses are expected to save between \$38.00 and \$227.00 per month by procuring cooperative recycling and refuse collection services

# Customer Awareness

- Recycling window decals
- Identifies businesses that recycle



# Additional Cooperative Collection Projects in the Works

## ■ Bethesda

- 5 restaurants
- Initial data demonstrated potential to recycle 31% of their overall waste
- Schedule meeting to discuss collection bids received from two waste and recycling collection companies

## ■ Wheaton

- 6 small businesses (carry-out, catering, grocery)
- Waste analysis will begin week of June 12<sup>th</sup> for four weeks